

# COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN

## VACANCY ANNOUNCEMENT NUMBER

**TVA # 09-092**

<b>POSITION TITLE, SERIES &amp; GRADE:</b> Quality Assurance Specialist, GS-1910-09		<b>PDCN:</b> 70444E00	
<b>OPENING DATE:</b> 10 June 2009		<b>SALARY:</b> \$49,970 To \$64,961 (Per Annual)	
<b>CLOSING DATE:</b> 08 July 2009		(Step 01) (Step 10)	
<b>AREA OF CONSIDERATION:</b> Limited to current enlisted members of the Colorado Army National Guard (COARNG).			
<b>MAX MILITARY GRADE:</b> E-7/SFC		<b>MIN MILITARY GRADE:</b> E-5/SGT	
NOTE: Grade inversion within the full-time workforce is not permitted. The military grade must not exceed that of the selecting supervisor listed below. Higher graded applicants may be considered but the final decision is the responsibility of the selecting supervisor with HRO concurrence.			
<b>COMPATIBLE MILITARY ASSIGNMENT:</b>		<b>MOS:</b> 15T, 15U	
Note: Applicant must currently possess this CMF/MOS.			
<b>SELECTING SUPERVISOR:</b> CW2 Andrew Bellotti Telephone: 720-250-1663; DSN 250-1663			
<b>LOCATION OF POSITION:</b> AASF, Buckley AFB, CO. Note: For further guidance on the vacant position/position description contact the selecting supervisor.			
<b>NOTES:</b> 1. PCS FUNDS ARE NOT AVAILABLE. 2. Must provide military rank, DOB, SSN, and TVA # on resume/application. Also submit the OF 306 (Declaration of Federal Employment). 3. Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment, your bonus will be terminated and may or may not be subject to recoupment. Questions pertaining to recoupment may be directed to the State Incentives manager at (720) 250-1137. 4. This position requires a Secret security clearance. You must submit a current JPAS printout to JFHQ-CO/Recruitment and Placement prior to hiring date as proof of Secret clearance or interim clearance. If selectee does not have the above clearance, he/she must contact the Security Specialist at 720-250-1322.			
<b>SPECIALIZED EXPERIENCE:</b> Specialized experience will be used to determine qualifications for the announced position: Please provide From and To dates (mm/yy) with a description of the below specialized experience. Candidates must have 24 months of experience with established principles, techniques, and accepted practices of quality assurance work; including the application of statistical sampling techniques sufficient to perform assignments of moderate scope and complexity. Experience that has provided well grounded practice and theory in the area of specialization (i.e., electronics, ammunition, aircraft, etc.) with enough experience to operate in any job that is commonly done, using this expertise on the basis of judgment and initiative, without need for special advice. Experience in the preparation of technical reports on quality levels to identify specific problem areas and to recommend corrective action. Experience which required significant and concrete work accomplishments (i.e., special projects, working groups, or detailing assignments); and involved interpersonal contacts in a quality assurance or related field. Experience in working with CH-47 or UH-60 aircraft.			
<b>KNOWLEDGES, SKILLS AND ABILITIES (KSAs):</b> In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made.  1. Knowledge of quality assurance procedures and methods, and the sources of pertinent regulatory and guideline material related to the functional activity supported by the quality assurance program. 2. Knowledge of pertinent characteristics of the product(s) involved, the operations or processes affecting critical characteristics, test and inspection techniques, the techniques for assessing operations or processes to detect unsatisfactory conditions. 3. Skill in developing quality data source, recognizing discrepancies, detecting trends, investigating to develop additional or corroborative information, and preparing documented technical reports of findings. 4. Skill in interpreting, and explaining a variety of technical requirements and in making independent judgments concerning such things as the extent to which procedures conform to requirements, or that procedures are effective in controlling quality.			
<b>REQUIRED EDUCATION and BASIC REQUIREMENTS:</b> College transcripts must accompany application to be considered. A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in related fields such as production management, business management statistics, industrial technology, engineering, or a discipline directly related to the specialization involved in the career pattern of the position to be filled.			

**POSITION DESCRIPTION INFORMATION:** The purpose of the position is to establish, develop, and implement the AASF quality assurance and reliability programs. Develops the AASF Quality Management Plan that documents the management and operational policies and procedures to ensure work processes, products, or services satisfy expectations and quality standards. Develops quality assessment plans to evaluate and improve quality of maintenance production and work processes. Develops local regulations and/or operating instructions for implementation of the quality assurance and reliability program and ensures compliance with procedures. Serves as quality assurance authority in the AASF. Maintains the AASF master library. Monitors the AASF publication improvement system to include the recommended changes to publications, blank forms, material deficiency, and Quality Deficiency Reports. Manages the Safety-of-Flight and Aviation Safety Action Message programs to ensure effective and timely accomplishment. Monitors aircraft acceptance/transfer inspections, aircraft configurations, and component time-change requirements. Manages the weight and balance program. Performs command directed quality inspections and special inspection for all aspects of aircraft and associated equipment. Performs inspections of maintenance shops for safety and condition of equipment. Performs management and compliance reviews over a wide range of functions within the AASF. Investigates equipment failure trends on aircraft airframes and components and systems. Incumbent is required to wear appropriate protective clothing or gear and observe all safety precautions when accomplishing inspections. Conducts formal training of quality assurance and quality compliance principles, procedures, techniques, and skills. Reviews and evaluates quality compliance inspections performed by production units. Serves as the primary point of contact to, and provide liaison services between, the AASF and external organizations regarding QA matters. Serves as the Contracting Officer Representative for a life cycle contractor support air craft maintenance contract to ensure contract compliance with written procedures as required. Performs other duties as assigned.

Please see "Instructions for Applying" for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.

## **APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:**

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

### **At a minimum, your packet must include the following information:**

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1630 hours) on the closing date.

**SUBMIT YOUR APPLICATIONS TO: Human Resources Office**  
**ATTN: HRO-Staffing Section**  
**6848 South Revere Parkway**  
**Centennial, CO 80112-6709**  
**720-250-1166 or DSN 250-1166**

**You may also fax your complete application to: 720-250-1169 or DSN 250-1169**

**The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.**

**You are welcome to contact the HRO office for review of your application to ensure proper format for the announced vacancy prior to closing date. POC's for applications are SSG Mike Martinez @ 720-250-1166 OR Capt Malona Cavanaugh @ 720-250-1162.**

**NOTES: 1: All employees must participate in Direct Deposit/Electronic Fund Transfer.**

**Applications of non-selected applicants will not be returned, and will NOT be filed in the Official Personnel File (OPF). Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.**

**IF YOU ARE SELECTED FOR THE POSITION:** The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and in-processing date, and whom to contact with your questions.

**IF YOU ARE NOT SELECTED FOR THE POSITION, the selecting supervisor is responsible to inform you that you were not selected.** He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

**EXPLANATION:** An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard.

**THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER:** all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only). All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (720) 250-1166, or DSN 250-1166.

**Also see the HRO Colorado National Guard Web Site at <http://www.coloradoguard.army.mil/hro/hro.html>.**